

## **E-Mail Policy of Dept. 9, The Honorable Jeffrey M. Ramsdell**

**E-mail engagement with this Court is restricted to scheduling and confirming appearances at court hearings and trials.** Due to the heavy volume of e-mails received, and to successive budget cuts and staff reductions, the Court is unable to utilize e-mail communication for any other purpose (without prior arrangement). This policy is intended to protect the interests of all litigants in every action pending before this Court.

Additionally, all e-mail to the Court must copy every other party to the action, and contain a declaration to that effect.

**As a result of the above policy, any e-mail communication that is not for the purpose of scheduling a hearing or trial will not receive a response.** The Court thanks you for your understanding, and refers you to additional information below. Please review the information carefully.

**All requests for relief from this Court must be brought by motion, properly noted, filed, and served according to KC Local Court Rules.** Court rules governing motion practice may be found at the King County Superior court website: <http://www.kingcounty.gov/courts/SuperiorCourt.aspx>. You will find forms that may be downloaded for your use on the website of the Washington Administrative Office for the Courts: <http://www.courts.wa.gov/forms>.

Motions must include a declaration of service on all parties, and a proposed original forms of order. The Court's working copies may be not be e-mailed. Supplemental e-mail communication on a motion will not be considered.

If you would like notification by way of a courtesy copy of any order entered, you must provide self-addressed stamped envelopes. If you do not provide envelopes, you may access the order from the Clerk's Office once it has been processed.

**If you need to schedule oral argument in front of Judge Ramsdell,** please provide the case name, cause number, and nature of your motion. The Court will respond with available dates and times. Again, you must copy all parties of record in any scheduling e-mail to the Court.

**If you are representing yourself and need assistance with your case,** including scheduling a Parenting Seminar or mediation, or obtaining and completing required forms, contact either Family Court Services at 206-296-9400, or the Family Law Facilitators' office at 206-296-9092. Walk-in hours are available at the Facilitators' office each morning Monday through Friday in room W382 on the third floor of the King County Courthouse. Their office also sets appointments in advance. You may call that office for further information, or visit their website: [www.kingcounty.gov/courts/FamilyCourt.aspx](http://www.kingcounty.gov/courts/FamilyCourt.aspx).

**If you are confirming a pretrial conference, oral argument for your hearing, or attendance at your trial,** the information will be noted for the Court's reference.

Thank you for your consideration.